

**OB/GYN CLINICAL SERVICE RULES
AND REGULATIONS**

2019

2021

Zuckerberg San Francisco General
 1001 Potrero Ave
 San Francisco, CA 94110

OB/GYN CLINICAL SERVICE
 RULES AND REGULATIONS
 TABLE OF CONTENTS

I.	OB/GYN CLINICAL SERVICE ORGANIZATION	2
A.	SCOPE OF SERVICE (Included but are not limited to)	2
B.	MEMBERSHIP REQUIREMENTS	3
C.	ORGANIZATION AND STAFFING OF THE OB/GYN CLINICAL SERVICE	3
II.	CREDENTIALING	3
A.	NEW APPOINTMENTS	3
B.	REAPPOINTMENTS	3
C.	AFFILIATED PROFESSIONALS	4
D.	DEFINITIONS OF MEDICAL STAFF CATEGORIES	5
III.	DELINEATION OF CLINICAL PRIVILEGES	5
A.	DEVELOPMENT OF PRIVILEGE CRITERIA	5
B.	CATEGORIES OF PRIVILEGES	5
C.	ANNUAL REVIEW OF CLINICAL SERVICE PRIVILEGE REQUEST FORM	6
D.	CLINICAL PRIVILEGES & MODIFICATION/CHANGE TO PRIVILEGES	6
IV.	PROCTORING AND MONITORING	6
A.	CIRCUMSTANCES REQUIRING PROCTORING	6
B.	PROCTORING AFTER INITIAL APPOINTMENT	6
	1. INDIVIDUAL PROCTORING PLAN FOR FORMER UCSF RESIDENT OR FELLOW	7
	2. INDIVIDUAL PROCTORING PLAN FOR NON-UCSF RESIDENT OR FELLOW	8
C.	QUALIFICATIONS OF PROCTORS	9
V.	EDUCATION OF MEDICAL STAFF	9
VI.	OB/GYN CLINICAL SERVICE HOUSESTAFF TRAINING PROGRAM AND SUPERVISION	9
A.	ROLE, RESPONSIBILITY, AND PATIENT CARE ACTIVITIES OF THE HOUSESTAFF	9
B.	RESIDENT EVALUATION PROCESS	9
C.	ABILITY TO WRITE PATIENT CARE ORDERS	9
VII.	OB/GYN CLINICAL SERVICE CONSULTATION CRITERIA	9
VIII.	DISCIPLINARY ACTION	10
IX.	PERFORMANCE IMPROVEMENT, PATIENT SAFETY (PIPS)	10
A.	GOALS & OBJECTIVES	10
B.	RESPONSIBILITY	10
C.	REPORTING	11
D.	CLINICAL INDICATORS	11
E.	QUALITY OF CARE INDICATORS	12
F.	MONITORING & EVALUATION OF APPROPRIATENESS OF PATIENT CARE	13
X.	MEETING REQUIREMENTS	16
A.	COMMITTEE MEETINGS	16
B.	FACULTY MEETINGS	16
XI.	ADDITIONAL OB/GYN SERVICE SPECIFIC INFORMATION	17
A.	ATTENDING PHYSICIAN RESPONSIBILITIES	17
B.	MEDICAL RECORDS	18
C.	INFORMED CONSENT	18
XII.	ADOPTION AND AMENDMENT	19
XIII.	APPENDIX A- CLINICAL SERVICE PRIVILEGE FORM	19
XIV.	APPENIX B- HOUSESTAFF COMPETENCIES	28
XV.	APPENDIX C- OB/GYN CLINICAL SERVICE ORGANIZATION CHART	30
XVI.	APPENDIX D- OB/GYN M&M REVIEW FORMS	31
	A. OBSTETRICS REVIEW FORM	31
	B. GYNECOLOGY REVIEW FORM	32
XVII.	APPENDIX E- OPPE FORM	33

I. OB/GYN CLINICAL SERVICE ORGANIZATION

The Rules and Regulations of the Clinical Service of Obstetrics, Gynecology and Reproductive Sciences define certain standards of practice and other rules for members of the clinical service.

Standards of clinical practice will be consistent with those standards established by the American College of Obstetricians and Gynecologists, as set forth in the document, Standards for Obstetric Gynecologic Services. If any apparent conflict exists, the standard defined in this document will prevail.

These Rules and Regulations will supplement those set forth in the ZSFG Bylaws, Rules and Regulations of the Medical Staff of Zuckerberg San Francisco General Hospital & Trauma Center. Should a conflict exist between these Rules and Regulations and those of the Medical Staff, the Medical Staff standards will prevail, except in circumstances where the clinical service adopts a more stringent standard.

A. SCOPE OF SERVICE

The Department of Obstetrics, Gynecology and Reproductive Sciences provides full-scope obstetric and gynecologic services, including inpatient and outpatient obstetrics, inpatient and outpatient gynecologic care and gynecologic surgery and abortion care. Sub-specialty care is also provided in maternal-fetal medicine, gynecologic-oncology, gynecologic-urology, and reproductive infectious diseases. There is 24-hour, in-hospital attending physician coverage by members of the department.

The scope of service includes but is not limited to:

1. Obstetrics
 - a. Normal antenatal, intrapartum and postpartum care;
 - b. Complicated antenatal, intrapartum and postpartum care;
 - c. Antenatal testing;
 - d. Basic obstetric ultrasound; and
 - e. Perinatal genetics services.
2. Inpatient Gynecology
 - a. Gynecologic surgery, admission of patients with gynecologic diagnoses and consultation on inpatients admitted to other services, encompassing the usual scope of Board-Certified Obstetrician-Gynecologist.
 - b. Specialty services:
 - 1) Laser therapy of vulva, vagina and cervix;
 - 2) Surgery for incontinence and pelvic organ prolapse (gynecologic-urology); and
 - 3) Surgery for treatment of gynecologic cancer.
3. Outpatient Gynecology
 - a. Broad range of outpatient services, encompassing the usual scope of a Board-Certified Obstetrician-Gynecologist.
 - b. Specialty clinics include:
 - 1) Dysplasia including colposcopy, cryotherapy, and loop excision;
 - 2) Gynecologic urology;
 - 3) Gynecologic oncology; and
 - 4) Reproductive endocrine and infertility services.
4. Family Planning
 - a. Broad range of family planning services, encompassing the usual scope of a Board-Certified Obstetrician-Gynecologist;
 - b. Tubal sterilization; and
 - c. Abortion, up to fetal biparietal diameter (BPD) of 58 mm, or 24 weeks, 0 days by ultrasound
 - 1) Exclusions: Terminations beyond 24 weeks 0 days by BPD of 58mm (or its equivalent in femur length, if that is the more appropriate measurement) may be performed in special circumstances where maternal health is compromised by the pregnancy after discussion and approval by the Medical Director of the Women's Option's Center, a representative of the Ethics Committee, and, when appropriate, consultation with relevant medical specialist(s). The indications for terminations beyond 24 weeks 0 days for fetal indications will be assessed by an

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

attending neonatologist to determine the degree of fetal compromise and thus the appropriateness of offering the termination.

B. MEMBERSHIP REQUIREMENTS

Membership in the Medical Staff of Zuckerberg San Francisco General Hospital & Trauma Center is a privilege that shall be extended only to those practitioners who are professionally competent and continually meet the qualifications, standards, and requirements set forth in ZSFG Medical Staff Bylaws, Article II, Medical Staff Membership, Rules and Regulations, and accompanying manuals as well as these Clinical Service Rules and Regulations.

C. ORGANIZATION AND STAFFING OF THE OB/GYN CLINICAL SERVICE

An organizational chart and duties of the OB/GYN Clinical Service appears in Appendix C.

The Officers of the OB/GYN Clinical Service are:

1. Chief of Service;
- 2.
3. [Medical Director](#) of Obstetric Service;
5. [Medical Director](#) of Gynecologic Service;
6. Medical Director, Women's Health Center;
7. Medical Director, Family Planning Service;
8. Director of Resident Education;
9. Director of Medical Student Education;
10. Chair Nurse Midwifery Service Leadership Council; and
11. Director of Interdepartmental Nurse Midwife Education Program.
12. Director of QI

II. CREDENTIALING

A. NEW APPOINTMENTS

The process of application for membership to the Medical Staff of ZSFG through the OB/GYN Clinical Service is in accordance with ZSFG Bylaws Article II, Medical Staff Membership and ZSFG Credentialing Manual, Appointments/ Reappointments and accompanying manuals as well as these Clinical Service Rules and Regulations.

1. Current licensure to practice in the State of California is required. No member shall engage in patient care responsibilities unless his/her license is current and clear.
2. CPR or neonatal resuscitation certification is encouraged but not required.
3. In accordance with ZSFG Bylaws, all practitioners providing medication or supervising others who prescribe or furnish medications must have a valid federal DEA certificate.
4. Active and Courtesy Members are [required](#) to be Board-Certified by or Active Candidates of the American Board of Obstetrics and Gynecology [as per the Hospital bylaws](#)

B. REAPPOINTMENTS

The process of reappointment to the Medical Staff of ZSFG through the OB/GYN Clinical Service is in accordance with ZSFG Bylaws, Rules and Regulations, Credentialing Procedure Manual, 1.3 – Reappointment Process as well as these Clinical Service Rules and Regulations.

1. Re-appointment will occur every 2 years. At this time, the following will be reviewed:
 - a. Review of QI file: reports of peer review cases, complaints by staff or patients, sentinel events, or problems with the performance of certain procedures; and
 - b. Review of levels of clinical activity in each category of obstetrical and gynecological care.
2. Active medical staff members must perform a minimum number of procedures or activities in the prior two years as specified in the table below.

- a. If activity thresholds have not been met in a category of privileges requested by the member, then a program of educational activities and proctoring will be designed by the members of the department. Once completed, the privilege in the core category may be approved by the service chief. Exceptions to proctoring may be granted in certain circumstances with approval of a majority of active staff members. For courtesy staff members who perform the predominance of their clinical activities at other hospitals, a letter of good standing from the medical staff office at the primary hospital is sufficient proof of adequate clinical activity.
- b. If there has been no activity in any category in the prior 2 years, the staff member will be contacted and asked whether he or she intends to remain a member of the ZSFG medical staff. If there is no response within 60 days or if the individual states that they intend to resign from the medical staff, the ZSFG Medical Staff Office should be notified of the member's resignation. This holds for active staff members. For courtesy staff members, see above under 2a.
- c. If the individual states that he or she does intend to remain on the SGFH Medical Staff and to maintain their privileges, the department will devise a time-limited proposal for additional professional activity, with specification of proctoring thresholds, if necessary. Upon satisfactory completion of requisite activity, privileging will continue in those areas.

Reappointment Requirements:	
OBSTETRICS	
Outpatient clinic: obstetrics	50 clinic visits
Basic obgyn ultrasound (IUP, dating, adnexa etc)	10 interpretations
Inpatient obstetrical care (e.g. NSVD, Cesarean, operative vaginal delivery, labor management, lac repair)	15 cases
GYNECOLOGY	
Outpatient clinic: gynecology	50 clinic visits
Inpatient gynecology and gynecologic surgery	15 operative procedures
Emergency gynecology and gynecologic surgery	15 procedures including at least 4 laparoscopies or laparotomies
SPECIAL PRIVILEGES	
2 nd trimester Abortion Procedures	10 operative procedures
Laser therapy	2 cases
Hysteroscopic sterilization	2 operative procedures
Urogynecology	10 operative procedures
Moderate sedation/analgesia	5 case reviews and documented completion of module
SUBSPECIALTY PRIVILEGES	
Gynecologic Oncology	10 operative procedures
Maternal-Fetal Medicine	Care of 20 patients

Commented [RJ1]: added new privilege for those who do call but don't do full scope gyn surgery

C. AFFILIATED PROFESSIONALS

The process of appointment and reappointment of Affiliated Professionals to ZSFG through the OB/GYN Clinical Service is in accordance with ZSFG Bylaws, Rules and Regulations, Credentialing Manual, 3.1 – Affiliated

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

Professional Staff, and accompanying manuals as well as these Clinical Service Rules and Regulations. Affiliated professionals within the ZSFG Department of Ob/Gyn include certified nurse midwives (CNM) who work in 6C and 5M and Nurse Practitioners who work in New Generation Health Center, 6G and 5M, Physician Assistants who work in 5M, and Licensed Clinical Psychologists who work in 5M and New Generations Health Center.

D. DEFINITIONS OF MEDICAL STAFF CATEGORIES

All members of the medical staff in the ZSFG Department concurrently shall be a member of the academic or clinical faculty of the University of California, San Francisco, School of Medicine, Department of Obstetrics, Gynecology, and Reproductive Sciences.

1. Active staff members are defined as any of the following:
 - a. Academic faculty member;
 - b. Clinical faculty members who regularly attend at ZSFG, but who do not have active staff membership at other hospitals; and
 - c. UCSF fellows who are assigned the predominance of their clinical responsibilities at the ZSFG.
2. Courtesy staff members are defined as any of the following:
 - a. Academic and Clinical faculty members who have active staff membership at other hospitals and who perform the predominance of their clinical practice at hospitals other than ZSFG; and
 - b. Clinical faculty members who do not regularly attend at ZSFG and who do not have active staff membership at other hospitals.
 - c. Many courtesy staff are board-certified sub-specialists (gyn-oncology, reproductive endocrinology, maternal-fetal medicine) who offer specialty services that our generalist Ob/Gyn staff members are not able to provide.
3. The term "regularly attend" is defined as an attending who is assigned to a clinical service activity for 30 or more days per year.
4. Temporary Privileges shall be authorized in accordance with the ZSFG Medical Staff Bylaws.

III. DELINEATION OF CLINICAL PRIVILEGES

A. DEVELOPMENT OF PRIVILEGE CRITERIA

The OB/GYN Clinical Services privileges are developed in accordance with ZSFG Medical Staff Bylaws, Article IV: Clinical Privileges, Rules and Regulations and accompanying manuals as well as these Clinical Service Rules and Regulations, privileges to practice in the Clinical Service of Obstetrics and Gynecology will be commensurate with documentation of clinical training of an acceptable standard of clinical practice.

Privileges are delineated by consensus of the Active Members of the Clinical Service, subject to the approval of the Credentials Committee of the Medical Staff. Delineation of privileges will be reviewed yearly and at other times as necessary.

B. CATEGORIES OF PRIVILEGES

1. Privileges shall be defined in two categories: core and special
 - a. Core privileges are defined as the cognitive and procedural clinical activities customarily performed by fully trained obstetricians or gynecologists.
 - b. Special privileges are defined as procedural clinical activities that are not customarily performed by fully trained obstetricians or gynecologists and which require additional training, experience, and expertise to perform.
2. Core privileges will be granted in the following areas;
 - a. Outpatient gynecology and family planning;
 - b. Outpatient obstetrics;
 - c. Inpatient gynecology; and
 - d. Inpatient obstetrics.

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

3. Special privileges will be those sub-specialty areas and specialized procedures designated by the department as requiring skills (see table below and Privilege Form).
4. All new appointees to the Active Staff of the department must undergo a provisional period of no less than 3 months. During the provisional period, the clinician will be expected to satisfactorily complete proctoring.

C. ANNUAL REVIEW OF CLINICAL SERVICE PRIVILEGE REQUEST FORM

The OB/GYN Clinical Services Privilege Request Form shall be reviewed annually.

D. CLINICAL PRIVILEGES & MODIFICATION/CHANGE TO PRIVILEGES

The OB/GYN Clinical Service privileges shall be authorized in accordance with the ZSFG Medical Staff Bylaws, Article IV: Clinical Privileges, Rules and Regulations and accompanying manuals. All requests for clinical privileges will be evaluated and approved by the Chief of OB/GYN Clinical Service.

The process for modification/change to the privileges for members of the OB/GYN Clinical Service is in accordance with the ZSFG Medical Staff Bylaws, Rules and Regulations and accompanying manuals.

IV. PROCTORING AND MONITORING

Proctoring is defined as an evaluation of a member's clinical training, skills, and judgment by a peer clinician who is fully privileged in the area being evaluated. It is intended to evaluate the clinical skills of the member in performing clinical services, but not to evaluate their abilities as a teaching or supervising clinician, which will be done in other ways.

A. CIRCUMSTANCES REQUIRING PROCTORING

All medical staff members initially granted privileges shall complete a period of proctoring, in accordance with the following monitoring requirements below. Proctoring may be accomplished in any the following settings:

1. After initial appointment to the Medical Staff and performed within the first 6 months after joining the ZSFG medical staff.
 - a. For physicians who completed residency at UCSF and will join the department soon after completion of the residency, proctored procedures during the Chief Residency year will be considered applicable toward proctoring requirements. There are therefore fewer cases required to be proctored upon joining Medical Staff for former UCSF residents as shown in the Table below.
2. When a member requests privileges for a procedure in which there has been insufficient clinical activity in the prior 2 years.
3. When a member requests special privileges in a category or procedure for which they recently have completed training.
4. At the time of reappointment to the Medical Staff, if it is found that proctoring at the time of initial appointment was incomplete or insufficient.

B. PROCTORING AFTER INITIAL APPOINTMENT

Individuals' privileges are subject to review and revision at initial appointment, throughout the period of proctoring, at the time of reappointment, at any time as judged necessary by the Chief of Service or at any time recommended by a two-thirds vote of a quorum of the clinical service's Active Staff.

The number of cases that must be proctored are contained in the tables below.

Zuckerberg San Francisco General
 1001 Potrero Ave
 San Francisco, CA 94110

Individual Proctoring Plan for Former UCSF Resident or Fellow:

OBSTETRICS	
Outpatient clinic: obstetrics	Review of 3 medical records
Basic ob/gyn ultrasound (IUP, dating, adnexa, etc)	Interpretation of 3 ultrasound exams
Inpatient obstetrical care (e.g. NSVD, Cesarean, operative vaginal delivery, labor management, lac repair)	Observed care of 2 patients, including 1 Cesarean
GYNECOLOGY	
Outpatient clinic: gynecology	Review of 3 medical records
Inpatient gynecology and gynecologic surgery	3 observed operative procedures including at least one laparotomy and one laparoscopy
Emergency gynecology and gynecologic surgery	2 observed procedures including at least one laparoscopy
SPECIAL PRIVILEGES	
2 nd trimester Abortion Procedures	2 observed operative procedures
Laser therapy	2 observed procedures
Hysteroscopic sterilization	2 observed procedures
Urogynecology	2 observed procedures
Moderate sedation/analgesia	Review of 5 cases
SUBSPECIALTY PRIVILEGES	
Gynecologic Oncology	2 observed procedures
Maternal-Fetal Medicine	Observed care of 2 patients

Individual Proctoring Plan for Non-UCSF Resident or Fellow:

OBSTETRICS	
Outpatient clinic: obstetrics	Review of 5 medical records
Basic ob.gyn ultrasound (IUP, dating, etc)	Interpretation of 5 ultrasound exams
Inpatient obstetrical care (e.g. NSVD, Cesarean, operative vaginal delivery, labor management, lac repair)	Observed care of 5 patients, including 2 Cesarean deliveries
GYNECOLOGY	
Outpatient clinic: gynecology	Review of 5 medical records
Inpatient gynecology and gynecologic surgery	5 observed operative procedures including one laparotomy and one laparoscopy
Emergency gynecology and gynecologic surgery	3 observed operative procedures including at least one laparoscopy
SPECIAL PRIVILEGES	
2 nd trimester Abortion Procedures	3 observed operative procedures
Laser therapy	2 observed procedures
Hysteroscopic sterilization	2 observed procedures
Urogynecology	3 observed procedures
Moderate sedation/analgesia	Review of 5 cases
SUBSPECIALTY PRIVILEGES	
Gynecologic Oncology	3 observed procedures
Maternal-Fetal Medicine	Observed care of 3 patients

C. QUALIFICATIONS OF PROCTORS

1. Proctoring will be carried out by Active members of the staff who enjoy unrestricted privileges in the category subject to proctoring.
 - a. In certain cases, the proctoring of privileges, which are not held by another member of the Active Staff, may be performed by a Board-Certified Member of the Active Staff at the direction of the Chief of Service. At the discretion of the Chief of Service, such proctoring may be supplemented by consultation with a physician who holds unrestricted privileges in that category at another affiliated hospital (UCSF affiliated), or who holds unrestricted privileges in a similar field at Zuckerberg San Francisco General Hospital & Trauma Center
2. One or two primary proctors will be assigned for each individual, but this does not preclude other members from service as proctors in individual cases.

V. EDUCATION OF MEDICAL STAFF

The CME requirements set forth in the current ZSFG Bylaws, Rules and Regulations of the Medical Staff of Zuckerberg San Francisco General Hospital & Trauma Center shall apply as the minimum required by the Department. The Obstetrics & Gynecology Clinical Service members are encouraged to attend UCSF department courses for CME credits.

VI. OB/GYN CLINICAL SERVICE HOUSESTAFF TRAINING PROGRAM AND SUPERVISION

Attending faculty shall supervise house staff in such a way that house staff assumes progressively increasing responsibility for patient care according to their level of training ability and experience. House Staff providing clinical services shall do so only under the supervision of active or courtesy medical staff that have ultimate responsibility for patient care, are members of the University of California, San Francisco Faculty, and have appropriate clinical privileges. Details are in Appendix B. A summary is below.

A. ROLE, RESPONSIBILITY AND PATIENT CARE ACTIVITIES OF THE HOUSESTAFF

House staff care for patients under supervision of attending physicians in all clinical settings described in I.A. Scope of Service. Attending physicians are immediately available for consultation in all clinical settings.

Attending physicians are present 24 hours per day to supervise all deliveries and surgical procedures. Guidelines for calling the Attending in other situations are disseminated to the residents yearly and are available on the residents' website.

B. RESIDENT EVALUATION PROCESS

The Ob/GYN residency program has a robust system for monitoring and evaluating competencies of residents. It includes electronic global evaluations by multiple faculty members every 6 weeks, assessment of surgical competency for benchmark cases (e.g. R1=Cesarean; R2=Laparoscopy; R3=Abdominal Hysterectomy; R4=Vaginal Hysterectomy), assessment at weekly case conferences, and assessment in surgical skills labs and obstetric simulations. The Ob/Gyn Residency program's evaluation system for accessing competency of its residents has been approved by the ACGME. Residents' evaluations are reviewed twice yearly with the resident by the Residency Program Director or Associate Director. Their contracts are renewed annually assuming clinical, educational and professional competencies have been met. Remediation or discipline occurs as necessary according to the UCSF GME Guidelines.

C. ABILITY TO WRITE PATIENT CARE ORDERS

1. House staff may write patient care orders with the following exceptions:
 - a. DNR;
 - and
 - b. AMA.

VII. OB/GYN CLINICAL SERVICE CONSULTATION CRITERIA

The Obstetric or Gynecology On-Call resident physician is paged to notify of inpatient consultation requests. Attending physicians supervise all inpatient consultations. For outpatient consultations, the [electronic medical record](#) system is used.

VIII. DISCIPLINARY ACTION

The Zuckerberg San Francisco General Hospital & Trauma Center Medical Staff Bylaws, Rules and Regulations, which include provision for due process where applicable, will govern all disciplinary action involving members of the ZSFG OB/GYN Clinical Service.

IX. PERFORMANCE IMPROVEMENT, PATIENT SAFETY (PIPS)

The Department of Obstetrics, Gynecology and Reproductive Sciences at Zuckerberg San Francisco General Hospital & Trauma Center is committed to a systematic and comprehensive program of Quality Improvement, through the PIPS program, in an effort to promote the highest possible standard of care for patients.

A. GOALS & OBJECTIVES

1. Demonstrate a commitment to continuous improvement in obstetrical and gynecological services;
2. Objectively examine aspects of care in order to improve the overall services of the department;
3. Monitor morbidity and mortality and to reduce them to the lowest possible rate;

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

4. Facilitate a multi-disciplinary approach to the assessment and development of health care services;
5. Ensure that the delivery of women's health care by personnel in training is competently and fully supervised;
6. Pursue opportunities to continually improve the patient care experience, including patient satisfaction with services delivered;
7. Implement and document actions to improve care with follow-up, periodic review, and evaluation; and
8. Provide ongoing education on approach and methods of continuous quality improvement and utilization management.

B. RESPONSIBILITY

Overall responsibility for monitoring and evaluation of this program is assigned to the Chief of Service. The departmental Quality Improvement committee and the data assistant facilitate implementation of this program. All members of the department are expected to actively participate in the Quality Improvement (QI) activities outlined in this program.

1. Chief of Service
 - a. Assures that care delivered by Medical Staff meets acceptable standards;
 - b. Assures that the monitoring and evaluation encompasses the full scope of care delivered;
 - c. Investigates any specific cases where the quality of care has been questioned: evaluates, takes corrective action as needed, and implements follow-up plans;
 - d. Facilitates formation of strategies for resolution of identified problems and monitors progress;
 - e. Works collaboratively with other departments and services for resolution of issues that require interdepartmental cooperation;
 - f. Assures reporting of potential litigation events to the UC Risk Manager;
 - g. Assures that the systematic review of patterns of practice and clinical trends are an integral part of the staff evaluation and provider credentialing process;
 - h. Disseminates the results of QI activities to clinic chiefs and individual providers, as appropriate; and
 - i. Appoints a departmental Director of Quality Improvement.
2. Departmental Quality Improvement Committee
 - a. Identifies potential QI activities
 - b. Reviews on-going contribution of activities to continuous improvement of patient care.
 - c. Is chaired by the departmental Director of Quality Improvement.
3. The QI Data Assistant
 - a. Provides administrative support to departmental members for selected QI activities.
 - b. Performs and monitors documentation of QI activities to assure completeness and consistency.
 - c. Work under the direction of the Chief and MSO to perform data retrieval.
4. Medical Providers (Physicians, Residents, CNMs, and Nurse Practitioners)
 - a. Participate in assigned Medical Staff Committees (according to hospital by-laws).
 - b. Participate in peer evaluation of performance as requested.
 - c. Maintain departmental standards by incorporating quality improvement into clinical practice.
 - d. Report unusual occurrences (events/trends) outside the expected outcome to UC Risk Management.
5. Nursing Personnel
 - a. Work with the Medical Staff to deliver quality patient care.
 - b. Identify problem areas in patient management and collaborate with the Chief and/ or designee for resolution.
 - c. Identify and resolve patient care problems within their scope of nursing practice.
6. Non-Medical Departmental Clinic Staff
 - a. Work with the Medical Staff to deliver quality patient care.
 - b. Work as members of multi-disciplinary groups to address problems identified as a result of QI activities.
 - c. Perform QI activities to identify areas for potential improvement in patient satisfaction and experience.

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

d. Serve as patient advocates regarding the care experience.

7. ZSFG Quality Management Staff

- a. Organize and support the departmental QI activities by obtaining requested data and assuring that there is support staff to document the proceedings; and
- b. Perform assessment on institution-wide indicators.

C. REPORTING

1. Results of Quality Improvement activities are disseminated in the following manner:

- a. Results of department-specific activities reviewed by the QI Committee are shared with department faculty at least quarterly;
- b. Summary information is presented to the ZSFG Medical Staff Quality and Utilization Management Committee on a semi-annual basis;
- c. Minutes of all meetings in which quality improvement activities are discussed are distributed to appropriate staff and faculty. Copies of all minutes are maintained in the Quality Improvement binder in the departmental office; and
- d. Feed-back information will be provided to all parties involved in QI or peer-review actions.

2. Access to documents produced by the QI Program outside the department is limited to: Chief of Staff; Chair, Medical Staff Quality and Utilization Management Committee; and Risk Managers. Additional access may be granted at the discretion of the Chief of Service.

3. The Chief of Service is responsible for addressing patient care problems which involve other clinical services. This responsibility may be delegated to the appropriate section directors.

4. Patient care will be referred to the Hospital PIPS Committee when:

- a. They consistently cross clinical service/departmental lines;
- b. Further assistance is needed in their resolution;
- c. Operational link with risk management when deemed necessary by the Chief of the Service or the PIPS Chief.

D. CLINICAL INDICATORS

1. Indicators are used to monitor the outcome or process of the provision of care. Thresholds (TH) are targets for clinical performance, using current literature or aggregate hospital experience, and are established for each indicator developed. They represent the level or point at which stimulus is strong enough to signal the need for departmental response to indicator data and the beginning of the process of investigating opportunities for improvement.

2. Indicators for obstetrics, gynecology, and abortion services will be recommended by the Quality Improvement Committee to the department as a whole. Review of indicators will occur at least once a year, or more often as needed.

3. On a periodic basis (not to exceed once a month), the QI Data Assistant (or designee) will review all medical records of patients admitted to the obstetrical, gynecologic, and abortion services once discharged. Each record will be evaluated to determine whether an indicator definition is met, in which case it is considered to be a "kick out" case.

4. When an indicator is present, the medical record of the "kick-out" case will be reviewed as follows.

- a. All kick-outs that occur each week are listed for weekly Ob and monthly Gyn M&M conferences. Most though not all, are reviewed during the M&M conference with one clinician assigned to record the findings and complete review of the case. Those that are not reviewed in M&M are referred to a clinician reviewer to review.
- b. The clinician reviewer will complete the “Kick-Out Evaluation Form” and designates whether there is no deficiency, suggestion to clinician, room for improvement, or-of deficiency. The reviewer also determines whether the case should be referred to the Peer Review Committee. If the attending of the case is not present at the M&M conference, a copy of the Kick-Out form is given to them for review.
- c. Clinician reviewers are expected to complete chart review and the “Kick-Out Evaluation Form” within 7 days of being assigned the medical record.
- d. The QI Data Assistant will track the status of all medical records being reviewed by clinician reviewers using the “Kick-out Tracking Log”.

5. The QI Data Assistant will keep statistical records regarding the total number of discharged patient cases reviewed, the percentage of cases that met the definition of an indicator, a comparison of observed indicator rates to established thresholds, and the percentage distribution of the dispositions of cases reviewed by clinician reviewers. These statistical summaries will be presented to the Quality Improvement Committee and will be evaluated by the Chief of Service (or designate) prior to reappointment to medical staff.

E. QUALITY OF CARE INDICATORS

1. Inpatient Obstetrics

1. Apgar score < 5 at 5 minutes (TH 2%)
2. Cord UA pH less than 7.00 or base excess greater than -10 (TH 2%)
3. Delivery of infant weighing < 1,200 grams (NA)
4. C-Section for fetal indication (TH 5%)
5. 4th degree laceration
6. Transfusion or greater than 1,500 cc of blood loss (TH 5%)
7. Eclampsia
8. ICU Admission (TH 2%)
9. Unplanned Return to OR
10. Unplanned removal, injury, or repair of an organ during surgery (TH 5%)
11. Perinatal death (TH 0%)
12. Maternal death (TH 0%)
13. Readmission for PP complications (TH 2%)
14. Surgical procedure on undelivered patient
15. Other [no threshold].

2. Inpatient Gynecology

1. Unplanned readmission within 14 days
2. Admission/procedure after >1 vst to ER
3. Cardiopulmonary arrest (TH 1%)
4. Antibiotics >24 hrs after surg or adm
5. Unplanned admission of Come and Go patient (no 6G pt) (TH 10%)
6. Unplanned admission to ICU (TH 2%)
7. Unplanned return to the operating room (TH 2%)
8. Unplanned removal, injury or repair of an organ during surgery (TH 5%)
9. Death during admission
10. Hospital admission > 5 days (non-oncology pt) (TH 10%)
11. Procedure time > 4 hours (non-oncology pts) (TH 10%)
12. Transfusion for intraoperative blood loss (TH 10%)
13. Post operative transfusion (no 6G patients)
14. Development of infection not present on adm
15. Other

3. Women's Options Center

1. Bleeding complications
 - a. Transfusion
 - b. UAE (IR)

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

2. Damage to organs
 - a. Cervical laceration requiring suture
 - b. Perforation
3. Hospital admission
 - a. Subsequent surgery
 - b. Observation of bleeding
4. Reaspiration
 - a. After 24 hours of original procedure

F. MONITORING & EVALUATION OF APPROPRIATENESS OF PATIENT CARE

The focus of Quality Improvement activities is on high-volume (HV), high-risk (HR), or problem-prone (PP) services. Other aspects of care may be selected because of their direct relationship to patient satisfaction, which is also a focus of QI activities. The following aspects of care are selected for review and monitoring:

- a. Inpatient Obstetrics: delivery Outcomes (HV)
- b. Inpatient Gynecology: surgical and non-surgical outcomes (HV, HR)
- c. Women's Options Center Services

1. Conscious Sedation Monitoring Compliance (HR)
2. Abortion Outcomes (HV)

1. Quality Improvement Committee

- a. The Committee will meet at least quarterly, in sessions separate from regularly scheduled Department meetings. b.

Membership

1. Departmental Director of Quality Improvement (chair)
2. Medical Director of the Women's Health Center
3. Representative member of the Obstetrics Division
4. Representative member of the Gynecology Division
5. Nurse midwife representative (s)
6. Representative to the ZSFG QI Committee
7. Representative to the ZSFG Risk Management Committee
8. Departmental MSO
9. QI Data assistant
10. At large member(s), appointed by the department Chief of Service
11. Chief of Service is an ex-officio, voting member c.

Activities

1. Present and discuss reports of hospital QI and Risk Management Committees
2. Review indicator statistics, including follow up of "kick-out" cases
3. Review report from departmental Peer Review Committee
4. Review report of weekly M&M Conferences
5. Designate, execute, and review focus studies c.

Departmental Meetings

1. At least quarterly, a summary of the proceeding of the departmental QI
2. Committee will be presented at a regular departmental staff meeting.

- d. Because the Department of Obstetrics, Gynecology and Reproductive Sciences at ZSFG is a part of a larger educational institution (UCSF), on-going education is an important component of its activities. Where additional educational needs are identified, interventions are scheduled as appropriate.
- e. Issues that cross departmental lines are referred by the Chief to the appropriate clinical or non-clinical department for evaluation and resolution. Further departmental involvement in efforts to improve these processes is assigned by the Chief or designee.
- f. Most issues require a multi-disciplinary approach, and with the assistance of the hospital Quality Management staff, groups are organized to assess the deficiencies and recommend steps for resolution, initiate responses, and evaluate results.
- g. The Quality Improvement Program is reviewed periodically for effectiveness and evidence of improvement in patient care. Plans are made, at that time, to identify indicators for monitoring care in the upcoming period.
- h. Problem Resolution

1. Assessment: patient care problems are assessed with an appropriate tool which may include:
 - a. Medical records audit using pre-determined, clinically valid criteria
 - b. Observation of clinical practice (see also Proctoring Plan)
 - c. Fact-finding and discussion with clinical staff
 - d. Clinical Research
 2. Recommendations may include:
 - a. Review of charts by attending physician or Section Directors.
 - b. Education and training with unit staff.
 - c. Procedure changes
 - d. Staff meetings
 - e. Equipment changes
 - f. Development of standards of care.
 - g. Individual staff remediation and appropriate disciplinary action
 3. Remedial action for identified problems may include:
 - a. Changing or creating new policies and treatment protocols
 - b. Education of faculty, nursing staff, etc
 - c. Proctoring and counseling
 - d. Recommendations for equipment purchase and use
 - e. Adherence to blood & fluid safety precautions, and infection control guidelines.
2. Peer Review Committee
- a. The Peer Review Committee is expected to review clinical performance or professional behavioral issues regarding individual provider staff members.
 - b. Cases reviewed may arise from the following sources:
 1. "Kick out" cases referred to the Committee by a clinician reviewer;
 2. Cases from the M&M Conference identified as requiring peer review evaluation;
 3. Unusual Occurrence Reports (UORs) submitted to the Chief of Service; and
 4. Complaints from patients or staff submitted to the Chief of Service.
 - c. The Peer Review Committee will be composed of the physician and CNM members of the departmental Quality Improvement Committee.
 - d. The Peer Review Committee will meet "as needed" (if there are cases for review) after the completion of a Quality Improvement Committee meeting, or in extraordinary session if necessary.
 - e. A "Peer Review Committee Record" will be completed and stored in a secure location.
 - f. Peer Review Committee meetings will be closed to non-members and its proceedings will be considered to be confidential and protected by Section 1157 regulations.
3. Morbidity and Mortality (M&M) conferences
- a. Separate Obstetrical Morbidity and Mortality (Ob M&M) and Gynecology Morbidity and Mortality (Gyn M&M) Conferences are held on a weekly basis and attended by all available active attending faculty and residents on service at Zuckerberg San Francisco General Hospital & Trauma Center.
 - b. During Ob M&M, a case list of all patients who delivered during the previous week is distributed for review. During the Gyn M&M, a case list of all patients discharged from the Gyn Service (including Come and Go admissions) in the previous week is distributed for review.
 - c. Cases discussed will come from three sources.
 1. Patients recently discharged from ZSFG where one of the Obstetrical or Gynecologic indicators appears to be present
 2. Cases not previously presented to the M&M Conference that are referred through the indicator review process (Ob, Gyn, and Women's Option Center)
 3. Cases that arise from the Women's Health Center (5M)
 - d. For all cases discussed, the M&M Review Forms (see Appendix D) will be completed. An assessment is made as to whether there was a deficiency, an opportunity for improvement, or no deficiency in care provided. Recommendations for further QI follow-up or activities will be made and tracked for completion.
 - e. An aggregate report of cases presented to the M&M Conference will be produced by the

- departmental director of Quality Improvement and presented to the Quality Improvement Committee at each of its meetings.
- f. Additional Morbidity and Mortality Conferences are held monthly in conjunction with the Pediatric Department. This M&M Conference reviews all deaths and major morbidity, with special attention to readmissions, untoward drug effects, complications (by clinical indicator) and maternal or fetal deaths.
4. Ongoing Professional Performance Evaluation (OPPE)
 - a. Practitioner-specific information identified as a result of Peer Review and other QI activities are reviewed by the Chief as part of the reappointment process and every 6 months.
 - b. Bi-annual activity reports for Obstetrics, Gynecology and Family Planning are created for all provider staff and are maintained in the departmental credentialing file. These reports include volume of cases, number of those with indicators, and result of review of the cases with indicators (no deficiency, room for improvement, deficiency).
 - c. An OPPE form is completed by the Chief or his/her designee each 6 months to ensure adequate volume and quality of care for each clinician. (Appendix E)
 5. Other Patient Care Conferences
 - a. Weekly GYN Pre-Operative Conferences: Review by multiple faculty of surgical plan for the following week's operative cases.
 - b. Gynecologic Tumor Board meets once monthly for prospective planning and retrospective review of treatment of gynecologic cancers at ZSFG.
 - c. Ultrasound Conference occurs once monthly for review of Obstetric and Gynecologic Ultrasound.
 - d. Dysplasia case conference occurs weekly.
 - d. Ob/Gyn Medical Staff Meetings
 1. The ob/gyn attending staff meets at least monthly. All patient care problems are discussed, solutions are recommended and the resolution of problems tracked. Performance Improvement and Patient Safety is addressed at every meeting. Actions plans and follow-up are discussed. Minutes are kept and reviewed at subsequent meetings.
 6. Ongoing Review of All Women's Health Center Charts
 - a. All charts of medical students, unlicensed resident physicians, selected charts of nurse practitioners, PA's, proctored attendings, CNM's and RN's are reviewed by the Medical Director, attending MD and/or Chief Resident daily.
 - b. Outpatient only physicians (Courtesy staff) are always paired with an Active staff member during clinical sessions so are subject to observation during the clinical session. Any quality issues that are noted by the Active staff physician are brought to the QI committee. In addition, 5 charts are reviewed at the time of re-appointment.
 6. Unusual Occurrence
 - a. All reports will be reviewed by the Chief of Service and Medical Director of the appropriate service (5M, 6G, 6C etc) who assigns review and response to responsible attending. A plan will be developed if quality of care has been compromised to ensure that the problem has been resolved.
 7. Oral or Written Patient Complaints
 - a. Oral or written patient complaints will be reviewed by the Chief of Service and Head Nurse and forwarded to the Outpatient Grievance Committee and assigned for review and response to the responsible attending.
 8. Drug Adverse Reactions
 - a. All are identified through daily chart review and appropriate follow-up, and completion of adverse drug reaction form.
 9. Nosocomial Infections
 - a. Staph skin infection reported weekly at M&M Conference.
 - b. Surgical wound infection reported weekly at M&M Conference.

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

10. Missed Appointments
 - a. All missed appointments are reviewed by the clinic nurse or clinician. When appropriate, another appointment is made by mail or phone. If follow-up fails, a public health nurse can be called upon for assistance.

X. MEETING REQUIREMENTS A.

COMMITTEE MEETINGS

In accordance with ZSFG Medical Staff Bylaws 7.2.I, All Active Members are expected to show good faith participation in the governance and quality evaluation process of the Medical Staff by attending a minimum of 50% of all committee meetings assigned, clinical service meetings and the annual Medical Staff Meeting.

The OB/GYN Clinical Services shall meet as frequently as necessary, but at least monthly to consider findings from ongoing monitoring and evaluation of the quality and appropriateness of the care and treatment provided to patients.

As defined in the ZSFG Medical Staff Bylaws, Article VII, 7.2.G., a quorum is constituted by at least three (3) voting members of the Active Staff for the purpose of conducting business.

Refer to Appendix C for Committee Assignment for members of the OB/GYN Clinical Service.

B. FACULTY MEETINGS

All faculty must attend at least 75% of all regularly scheduled faculty meetings. Anticipated absenteeism should be communicated to the Chief of Service in a prompt manner.

Minutes of all faculty meetings will be maintained in the service, distributed to all faculty members, and forwarded to the Medical Staff Office in a timely manner.

1. M&M Conferences
 - a. Faculty are expected to attend any M&M conference wherein a patient they cared for is being discussed. If unable to attend, they are expected to learn about the proceedings of the M&M from an attendee. In addition, faculty are expected to attend at least 50% of either Ob or Gyn M&M Conferences according to their clinical duties. Outpatient only physicians do not have this requirement.

XI. ADDITIONAL OB/GYN SERVICE SPECIFIC INFORMATION

A. ATTENDING PHYSICIAN RESPONSIBILITIES

1. Obstetrics Service Attending
 - a. The role of attending physician on the Obstetric Service will generally rotate on a weekly basis.
 - b. On all weekdays (excluding holidays) the OB Attending is expected to be in-house and readily available from the time of morning rounds through the time of evening rounds. Responsibilities include:
 1. Conducting teaching rounds with house staff and students each weekday (excluding holidays)
 2. Attendance at all deliveries and other major procedures
 3. Supervision of house staff for all admissions, discharges and significant changes in the plan of care
 4. Review and co-sign all antenatal-testing procedures
 5. Review and co-sign all obstetrics ultrasounds performed by house staff
 6. Review of E-referrals submitted to the Obstetrics service
 7. Collaboration with nursing staff to ensure effective, efficient, quality care c. It is the responsibility of the attending to arrange for alternate coverage in situations of anticipated absence.
2. Gynecology Service Attending
 - a. The role of attending physician on the Gynecology Service will generally rotate on a weekly basis.
 - b. The GYN Attending will be responsible for the following:
 1. Attendance at all operative procedures scheduled by the team

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

2. Daytime coverage of emergency procedures
 3. Conducting teaching rounds with house staff and students each weekday (excluding holidays)
 4. Supervision of house staff for all ED and inpatient consult admissions, discharges and significant changes in plans of care
 5. Review of E-referrals submitted to the Gynecology service
 6. Review and approval of all scheduled surgical cases
3. It is the responsibility of the GYN Attending to arrange for alternate coverage in situations of anticipated absence.
4. Family Planning Service Attending
- a. The role of attending physician on the Family Planning Service will generally rotate on a daily basis.
 - b. The family Planning Attending will be responsible for the following:
 1. Attendance at all abortion surgical procedures, whether performed in an outpatient or inpatient setting;
 2. Supervision of Family Planning Resident and medical students assigned to Women's Options Center;
 3. Supervision of pre-operative examinations;
 4. Review and co-sign all ultrasounds performed by house staff; and
 5. Collaboration with nursing staff to ensure effective, efficient, quality care.
5. 5M Outpatient Attending
- a. Attending physicians are generally assigned to 5M for the same ½ day clinic session each week. b. The 5M Attending will be responsible for the following:
 1. Attendance at the outpatient clinic from start to finish with only brief periods of absence;
 2. Supervision of all house staff and medical students in 5M;
 3. Review and co-sign all ultrasounds performed by house staff in 5M;
 4. Collaboration with nursing staff to ensure effective, efficient, quality care.
6. Night and Weekend Attending
- a. The attending physician on nights and weekends is expected to be in-house and readily available at all times.
 - b. The Night and Weekend Attending will be responsible for the following:
 1. Attendance at all deliveries (except those uncomplicated deliveries attended by a Certified Nurse Midwife or Attending Family Medicine Physician), unless concurrent clinical situations prevent such attendance; and
 2. Attendance at all surgical cases in the operating room.
 3. Supervision of house staff for all ED and inpatient consults, admissions, discharges and significant changes in plans of care;
 4. Review and co-sign all ultrasounds performed by house staff; and
 5. The Night and Weekend Attending is expected to call in the back-up attending when the level of clinical activity jeopardizes adequate coverage of attending responsibilities.
7. Night and Weekend Back-up Attending
- a. A back-up attending physician will be assigned every weeknight and weekend and is expected to be available to be called in from home should the necessity arise.
 - b. The Back-up attending will be called in at the discretion of the Night and Weekend Attending or at the request of the Ob/Gyn Chief Resident. The Back-up Attending will also be expected to fill in for the Night and Weekend Attending in the event of illness or other urgent absence.

B. MEDICAL RECORDS

The members of the OB/GYN Clinical Service are committed to the maintenance of complete, accurate and timely medical records. The requirements are set forth in the Zuckerberg San Francisco General Hospital & Trauma Center Bylaws, and Rules and Regulations of the Medical Staff, which define the minimum standard for records in the clinical service. All operative procedures must include a pre-operative and post-operative note by the attending surgeon of record.

C. INFORMED CONSENT

All decisions for treatment should involve the active participation of the patient, and informed consent should be made after appropriate discussion of risks, benefits and alternatives.

Documentation of "Informed Consent" on Medical Staff-approved forms is required for all the following:

1. All surgical procedures performed in the operating room;
2. All procedures in which tissue is removed;
3. All procedures involving laser therapy;
4. Vaginal breech delivery; operative vaginal delivery (forceps, vacuum)
5. Cesarean delivery;
6. Tubal sterilization;
7. Amniocentesis;
8. External cephalic version; and
9. IUD insertion, contraceptive implant insertion.
10. induction of labor

XII. ADOPTION AND AMENDMENT

The OB/GYN Clinical Service Rules and Regulations will be adopted and revised by a majority vote of all Active members of the OB/GYN Service annually at an OB/GYN Clinical Service Meeting.

These Rules and Regulations may be adopted and revised on a voice vote of a majority of Active Staff members, providing that at least 72 hours' notice has been given.

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

Applicant: Please initial the privileges you are requesting in the Requested column.

Service Chief: Please initial the privileges you are approving in the Approved column.

OBGYN OBSTETRICS and GYNECOLOGY (2015) (1010, 0711 MEC)

FOR ALL PRIVILEGES: All complication rates, including problem transfusions, deaths, unusual occurrence reports, patient complaints, and sentinel events, as well as Department quality indicators, will be monitored semiannually.

Requested Approved

_____ _____ **24.00 CORE PRIVILEGES**

_____ _____ **24.01 OUTPATIENT CLINIC: OBSTETRICS**

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

PROCTORING: review of 5 medical records. Review of 3 medical records for UCSF-trained Fellows/Residents.

REAPPOINTMENT: 50 clinic visits in the previous 2 years

_____ _____

A. Prenatal care visits, both low and high risk patients

_____ _____

B. Interpretation of fetal monitoring

_____ _____

C. Treatment of medical complications of pregnancy including, but not limited to: pregnancy induced hypertension, chronic hypertension, diabetes mellitus, renal disease, coagulopathies, cardiac disease, anemias and hemoglobinopathies, thyroid disease, sexually transmitted disease, pulmonary disease, thromboembolic disorders, infectious disease, ectopic pregnancy and other accidents of pregnancy, such as incomplete, complete, or missed abortion

_____ _____

24.02 BASIC OB/GYN ULTRASOUND

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

PROCTORING: Interpretation of 5 ultrasound exams. Interpretation of 3 ultrasound exams for UCSF-trained Fellows/Residents.

REAPPOINTMENT: Interpretation of 10 ultrasound exams in the previous two years

_____ _____

A. Localization of intrauterine pregnancy (ie. diagnose IUP)

_____ _____

B. Evaluation of fetal viability and heart rate

_____ _____

C. Estimation of gestational age, fetal weight

_____ _____

D. Fetal presentation

_____ _____

E. Evaluation of vaginal bleeding, placental location

_____ _____

F. Measurement of cervical length

_____ _____

G. Amniotic fluid estimation (AFI)

Requested Approved

24.03 INPATIENT OBSTETRICAL CARE

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00. Note: Procedures marked with an asterisk may only be performed by obstetrician gynecologists, unless the physician has received additional obstetrical training and experience and has been approved by the Chief of OB/GYN & RS to perform these procedures.

PROCTORING: Observed care of 3 patients, each of whom has received at least one of the procedures below. For UCSF-trained residents and fellows: observed care of 2 patients, each of whom has received at least one procedure below.

REAPPOINTMENT: 15 procedures in the previous two years

- A. Routine inpatient antepartum, intrapartum, and postpartum care
- B. Management of spontaneous and induced labor
- C. Pudendal block* and local anesthesia
- D. Fetal assessment, antepartum and intrapartum
- E. Internal fetal monitoring
- F. Normal cephalic vaginal delivery
- G. Episiotomy and repair, including 1st and 2nd degree lacerations
- H. Exploration and repair of the vagina and cervix
- I. Deliver placenta
- J. Evaluate, diagnose, treat, and provide consultation for medical conditions complicating pregnancy (beyond that contained in routine inpatient antepartum, intrapartum, and postpartum care)*
- K. Fetal scalp sampling*
- L. Tubal ligation, post-partum*
- M. Non-genetic amniocentesis*
- N. Forceps delivery*
- O. Delivery by vacuum extraction*
- P. Manual or instrumental extraction of the placenta and fragments*
- Q. Cesarean section (primary surgeon)*
- R. Repair of incompetent cervix (cervical cerclage)*
- S. External version of breech presentation*
- T. Vaginal breech delivery*
- U. Vaginal multiple fetus delivery*
- V. Repair of rectal injury (3rd and 4th degree laceration)*
- W. Cesarean hysterectomy*
- X. Vaginal birth after caesarean section*
- Y. Pregnancy termination via labor induction *

Requested Approved

_____ _____

24.04 OUTPATIENT CLINIC: GYNECOLOGY

Evaluate, diagnose, treat, and provide consultation, pre-and post-operative care necessary to correct or treat female patients of all ages presenting with injuries and disorders of the female reproductive system and the genitourinary system and nonsurgical disorders and injuries of the mammary glands. When inpatient gynecologic care privileges have been approved, procedures in this privilege group also can be performed in the hospital operating room.

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

PROCTORING: Review of 5 medical records. Review of 3 medical records for UCSF-trained Fellows/Residents.

REAPPOINTMENT: 50 clinic visits in the previous 2 years

_____ _____

A. Preventive health visits: well women, family planning visits

_____ _____

B. Problem-oriented gynecologic visits

_____ _____

C. Microscopic diagnosis of urine and vaginal smears

_____ _____

D. Colposcopy

_____ _____

E. Vulvar, vaginal and cervical biopsy

_____ _____

F. Endometrial biopsy

_____ _____

G. Cervical or endometrial polypectomy

_____ _____

H. Insertion and removal of intrauterine contraceptive (IUC)

_____ _____

I. Insertion and removal of contraceptive implant

_____ _____

J. Pessary fitting

_____ _____

K. Trigger point injection

_____ _____

L. Cryosurgery (cervix, vulva, vagina)

_____ _____

M. Loop electrosurgical excision procedure (LEEP), cervix

_____ _____

N. Bartholin duct procedures (incision and drainage, marsupialization)

_____ _____

O. Dilation and curettage, suction curettage and manual uterine aspiration

_____ _____

P. Simple cystometry

_____ _____

Q. Paracervical and intracervical block

_____ _____

R. Insertion of cervical dilators

_____ _____

S. Anoscopy

Requested Approved

24.05 INPATIENT GYNECOLOGY AND GYNECOLOGIC SURGERY

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

PROCTORING: 5 observed operative procedures, including at least one laparotomy and one laparoscopy.

REAPPOINTMENT: 15 operative procedures in the previous two years

A. Admission of patients with gynecologic issues

B. Care of admitted post-op and non-operative gyn patients

C. Repair of vaginal, vulvar or cervical lacerations

D. Drainage or removal of pelvic abscess (vaginal, laparoscopic or open)

E. Placement of intra-uterine balloon catheter to manage bleeding

F. Excision, I&D or surgical management of vulvar or vaginal lesions and abscesses

G. Dilatation and curettage, suction curettage, manual uterine aspiration; diagnostic or therapeutic

H. Cervical cone biopsy, LEEP procedure

I. Hysterectomy, abdominal

J. Hysterectomy, vaginal

K. Hysterectomy, laparoscopic-assisted or total laparoscopic

L. Exploratory laparotomy

M. Adnexal procedures (open or laparoscopic) including: salpingectomy, salpingostomy, oophorectomy, ovarian cystectomy, ovarian drilling, ovarian biopsy, ovarian detorsion, oophoropexy

N. Myomectomy, abdominal or vaginal

O. Incidental appendectomy

P. Fistula repairs (vesicovaginal or rectovaginal)

Q. Repair simple rent/ tear of bowel or bladder

R. Perineoplasty, labiaplasty

S. Repair of cystocele, rectocele, enterocele

T. Tuboplasty

U. Hernia repair (incisional or umbilical)

V. Paracentesis

W. Wound management: I&D, skin debridement wound dehiscence, wound closure

X. Cystoscopy

Y. Hysteroscopy: diagnostic or operative including polypectomy, myomectomy, adhesiolysis, septum removal, endometrial ablation

Z. Laparoscopy, diagnostic or operative including adnexal procedures, management of ectopic, chromopertubation, adhesiolysis, biopsy, fulgaration or excision of endometriosis, myomectomy

AA. Tubal sterilization with cautery, rings, or clips

BB. Non-hysteroscopic endometrial ablation techniques: HTA, thermal balloon, Nova-Sure

CC. First assist in obstetric procedures that require expertise in gynecology surgery, when requested by the attending obstetrician. See gynecologic surgery privileges (24.05) and gynecologic oncology privileges (24.41) for scope. Would be operating under their existing privileges for gynecologic surgery in cases that involved an obstetrics procedure; their involvement would be their expertise in gynecologic surgery.

Requested Approved

24.06 EMERGENCY GYNECOLOGY AND GYNECOLOGIC SURGERY

Evaluate, diagnose, treat, and provide consultation, inpatient care and pre-and post-operative care necessary to correct or treat female patients of all ages presenting urgently or already hospitalized with injuries and disorders of the female reproductive system and the genitourinary system such as ectopic pregnancy, adnexal torsion, ruptured ovarian cyst, miscarriage, reproductive infections, uterine bleeding and trauma.

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00

PROCTORING: 3 observed operative procedures including at least one laparoscopy.

REAPPOINTMENT: 15 procedures in the previous two years including at least 4 laparoscopies or laparotomies

- A. Admission of patients with gynecologic issues
- B. Care of admitted post-op and non-operative gyn patients
- C. Surgical and non-surgical treatment of ectopic pregnancy and suspected ectopic pregnancy
- D. Surgical and non-surgical treatment of miscarriage
- E. Placement of intra-uterine balloon catheter to manage bleeding
- F. Exam under anesthesia
- G. Excision, I&D or surgical management of vulvar and vaginal lesions and abscesses
- H. Dilatation and curettage, suction curettage, manual uterine aspiration; diagnostic or therapeutic
- I. Exploratory laparotomy
- J. Diagnostic laparoscopy, lysis of adhesions
- K. Adnexal procedures (open or laparoscopic) such as: salpingectomy, salpingostomy, oophorectomy, ovarian detorsion, ovarian cystectomy, ovarian biopsy, salpingo-oophorectomy
- L. Drainage or removal of pelvic abscess (vaginal, laparoscopic or open)
- M. Repair of vaginal, vulvar or cervical lacerations and trauma
- N. Myomectomy, abdominal or vaginal
- O. Repair simple rent/tear of bowel or bladder
- P. Paracentesis
- Q. Wound management: skin debridement, wound dehiscence, wound closure
- R. Cystoscopy
- S. Emergent hysteroscopy

24.10 WAIVED TESTING PRIVILEGES

Privileges in this category relate to common tests that do not involve an instrument and are typically performed by providers at the bedside or point of care. By obtaining and maintaining waived testing privileges providers satisfy competency expectations for waived testing by The Joint Commission. **PREREQUISITES:** Currently Board Admissible, Board Certified, or Re- Certified by an American Board in Emergency Medicine, Family Community Medicine, Medicine, Pediatrics, Obstetrics/Gynecology or General Surgery.

PROCTORING: By the Chief of the Laboratory Medicine Service or designee until successful completion of a web-based competency assessment tool is documented for each requested waived testing privilege.

REAPPOINTMENT: Renewal of privileges requires every two years documentation of successful completion of a web-based competency assessment tool for each waived testing privilege for which renewal is requested.

- A. Fecal Occult Blood Testing (Hemoccult®)
- B. Vaginal pH Testing (pH Paper)
- C. Urine Chemstrip® Testing
- D. Urine Pregnancy Test (SP® Brand Rapid Test)

24.20 SPECIAL PRIVILEGES

24.21 SECOND TRIMESTER ABORTION PROCEDURES (also request 24.25 to practice in Women's Options Center)

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

PROCTORING: 3 observed operative procedures. 2 observed operative procedures for UCSF-trained Fellows/Residents.

REAPPOINTMENT: 10 procedures in the previous two years

- A. Second trimester abortion by dilation and evacuation
- B. Intra-fetal or intra-amniotic injection

24.22 LASER THERAPY

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

Appropriate training, complete the laser safety module prepared by the ZSFG Laser Safety Committee at <http://insidechnsf.chnsf.org/det/HealthStream.htm> and baseline eye examination within the previous 1 year.

PROCTORING: 2 observed procedures by a member of the medical staff with laser surgery privileges at ZSFG. 2 observed procedures for UCSF-trained Fellows/Residents.

REAPPOINTMENT: 2 cases in the previous two years reviewed by a member of the medical staff with laser surgery privileges at ZSFG.

- A. Laser therapy of the cervix
- B. Laser therapy of the vagina, vulva, and perineum
- C. Laser conization of the cervix

_____ 24.23 **HYSTEROSCOPIC STERILIZATION**

_____ PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

_____ TRAINING AND PROCTORING:

1. Providers must be trained in hysteroscopy and have current gynecologic endoscopy privileges in the ZSFG Department of Obstetrics and Gynecology
2. As required by the FDA, the physician must attend a training course sponsored by the manufacturer of the Essure System (Conceptus)
3. After training, the provider must be proctored for two Essure procedures. Proctoring may be performed at ZSFG by a provider privileged for this procedure at ZSFG or may be proctored at an outside institution by a qualified provider
4. Once proctoring has been completed, certification in the Essure procedure will be issued by Conceptus. This certification is a required prerequisite for approval of this privilege at ZSFG.
5. Providers who have been certified by Conceptus at another institution may apply for this privilege at ZSFG after being proctored for one procedure by an ZSFG physician who currently holds the privilege.

_____ REAPPOINTMENT: 2 operative procedures in the previous two years

- _____ A. ESSURE tubal occlusion procedure

_____ 24.24 **UROGYNECOLOGY**

_____ PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00.

_____ PROCTORING: 3 observed procedures. 2 observed procedures for UCSF-trained Fellows/Residents.

_____ REAPPOINTMENT: 15 operative procedures in the previous two years

- _____ A. Urodynamics
- _____ B. Intravesical and intraurethral injections
- _____ C. Abdominal bladder neck suspension procedures
- _____ D. Vaginal bladder neck suspension procedures
- _____ E. Vaginal vault suspension procedures
- _____ F. Urethral procedures: dilation of urethral stricture
- _____ G. Colpocleisis

_____ _____ **24.25 PROCEDURAL SEDATION**

Procedural sedation privilege is required for those who will work in Women's Options Center.

PREREQUISITES: The physician must possess the appropriate residency or clinical experience (read Hospital Policy 19.8 SEDATION) and have completed the procedural sedation test as evidenced by a satisfactory score on the examination. Currently Board Admissible, Board Certified, or Re-Certified by the American Board of Obstetrics and Gynecology or the American Board of Family Medicine or a member of the Clinical Service prior to 10/17/00, and has completed at least one of the following:

- 1) Currently Board Admissible, Board Certified, or Re-Certified by the American Board of Emergency Medicine or Anesthesia or,
- 2) Management of 10 airways via BVM or ETT per year in the preceding 2 years or,
- 3) Current Basic Life Support (BLS) certification by the American Heart Association

PROCTORING: Review of 5 cases. Review of 5 cases for UCSF-trained Fellows/Residents.

REAPPOINTMENT: Completion of the procedural sedation test as evidenced by a satisfactory score on the examination, and has completed at least one of the following:

- 1) Currently Board Admissible, Board Certified, or Re-Certified by the American Board of Emergency Medicine or Anesthesia or,
- 2) Management of 10 airways via BVM or ETT per year for the preceding 2 years or,
- 3) Current Basic Life Support (BLS) certification by the American Heart Association

_____ _____ **24.41 GYNECOLOGIC ONCOLOGY**

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00. Current certification or active participation in the examination process leading to subspecialty certification in gynecologic oncology by the American Board of Obstetrics and Gynecology

PROCTORING: 3 observed procedures. 2 observed procedures for UCSF-trained Fellows/Residents.

REAPPOINTMENT: 15 operative procedures in the previous two years, at least 5 of which are performed at ZSFG

- _____ _____
- _____ _____
- _____ _____
- _____ _____
- _____ _____
- A. Evaluate, diagnose, treat, and provide consultation and treatment to female patients with gynecologic cancer and complications resulting there from, including carcinomas of the cervix, ovary, fallopian tubes, uterus, vulva, and vagina and the performance of procedures on the bowel, ureter, and bladder as indicated.
 - B. Radical hysterectomy for treatment of invasive carcinoma of the cervix
 - C. Radical surgery for treatment of gynecologic malignancy to include procedures on bowel, ureter, or bladder, as indicated
 - D. Treatment of invasive carcinoma of vulva by radical vulvectomy
 - E. Treatment of invasive carcinoma of the vagina by radical vaginectomy

Requested Approved

_____ 24.42 **MATERNAL-FETAL MEDICINE**

PREREQUISITES: Successful completion of an ACGME accredited postgraduate training program in Obstetrics and Gynecology. Current certification or active participation in the examination process leading to certification in obstetrics and gynecology by the American Board of Obstetrics and Gynecology or a member of the Clinical Service prior to 10/17/00. Successful completion of postgraduate training program in Maternal and Fetal Medicine and current certification or active participation in the examination process leading to subspecialty certification in maternal and fetal medicine by the American Board of Obstetrics and Gynecology or having been given his privilege at ZSFG prior to 10/17/00
PROCTORING: Observed care of 3 patients. Observed care of 2 patients for UCSF-trained Fellows/Residents.
REAPPOINTMENT: Care of 20 patients in the previous 2 years

- _____ A. Evaluate, diagnose, treat, and provide consultation to female patients with medical and surgical complications of pregnancy such as maternal cardiac, pulmonary, metabolic, connective tissue disorders, and fetal malformations, conditions, or disease
- _____ B. Genetic amniocentesis
- _____ C. Level 2 obstetrical ultrasound, including Doppler
- _____ D. Invasive fetal procedures, including cordocentesis, intrauterine fetal transfusion, cardiocentesis, thoracentesis

_____ 24.50 **DUAL DEPARTMENT APPOINTMENT**

FOR PHYSICIANS WHO DO NOT HAVE A PRIMARY APPOINTMENT IN OB/GYN. Physicians trained in specialties other than obstetrics and gynecology may apply for dual appointment in the Department of Obstetrics and Gynecology for specified privileges, assuming that training and experience in a residency, fellowship, or clinical practice can be documented.

_____ 24.51 **WOMEN'S OPTION CENTER PROCEDURES (Dual Department Appointment only)**

PREREQUISITES:

1. Successful completion of an ACGME accredited postgraduate training program in family medicine, internal medicine, or pediatrics
2. Current medical staff appointment to a ZSFG clinical department (other than the Department of Obstetrics and Gynecology)
3. Completion of a fellowship program in family planning or documentation of training and experience in performing the requested procedures in residency, fellowship, or clinical practice.

If a family planning fellowship has not been completed, clinical experience in the past 5 years of practice must include, at a minimum:

- Insertion of contraceptive implants (5 procedures)
- Insertion of intrauterine contraceptives (5 procedures)
- First trimester abortion (through 14 weeks) (50 procedures)
- Second trimester abortion (15 weeks and later) (50 procedures)
- Basic obstetrical ultrasound as an adjunct to abortion (15 procedures)

PROCTORING:

- Insertion of contraceptive implants (2 procedures)
- Insertion of intrauterine contraceptives (2 procedures)
- First trimester abortion (through 14 weeks) (5 procedures)
- Second trimester abortion (15 weeks and later) (5 procedures)
- Basic obstetrical ultrasound as an adjunct to abortion (5 procedures)

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

REAPPOINTMENT (procedures in the past 2 years):
Insertion of contraceptive implants (2 procedures)
Insertion of intrauterine contraceptives (2 procedures)
First trimester abortion (through 14 weeks) (10 procedures)
Second trimester abortion (15 weeks and later) (10 procedures)
Basic obstetrical ultrasound as an adjunct to abortion (10 procedures)

- _____ 24.511 Insertion of contraceptive implants
- _____ 24.512 Insertion of intrauterine contraceptives
- _____ 24.513 First trimester abortion (through 14 weeks)
- _____ 24.514 Second trimester abortion (through 15 weeks and later)
- _____ 24.515: Basic obstetrical ultrasound as an adjunct to abortion

_____ **24.61 LICENSED CLINICAL PSYCHOLOGIST**

Provide individual counseling and psychotherapy at the New Generations Health Center
PREREQUISITES: Must hold a doctoral degree in Psychology from an approved APA accredited program and must be licensed by the State of California, Board of Psychology.
PROCTORING: Review of 5 cases by a clinical psychologist on the ZSFG Medical Staff.
REAPPOINTMENT: Review of 3 cases by a clinical psychologist on the ZSFG Medical Staff.

_____ **24.65 CTSI (Clinical and Translational Science Institute) - Clinical Research**

Admit and follow adult patients for the purposes of clinical investigation in the inpatient and ambulatory CTSI Clinical Research Center settings.

Prerequisites: Currently Board Admissible, Certified, or Re-Certified by one of the boards of the American Board of Medical Specialties. Approval of the Director of the CTSI (below) is required for all applicants.

Proctoring: All OPPE metrics acceptable

Reappointment: All OPPE metrics acceptable

Applicant signature: _____ Date: _____

Department Chief signature: _____ Date: _____

COMPETENCIES APPENDIX B.

HOUSESTAFF COMPETENCIES

HOUSESTAFF SUPERVISION

House Staff providing clinical services shall do so only under the supervision of active or courtesy medical staff who have ultimate responsibility for patient care, are members of the University of California, San Francisco Faculty, and have appropriate clinical privileges.

A. ATTENDING RESPONSIBILITY

Zuckerberg San Francisco General Hospital & Trauma Center Medical Staff Bylaws, JCAHO Standards and California law require that the

attending physician oversee and assume ultimate responsibility for the care of each patient.

Accordingly, house staff shall be supervised by and accountable to a member of the ZSFG Medical Staff with a University of California faculty appointment at all times. In order to discharge that responsibility, close supervision and active participation in decision-making is required.

1. Inpatient Attending Rounding/Supervision

- a. The attending physician will discuss the management of the patient with House Staff at least once a day and as necessary in light of material changes or developments in the patient's clinical status.
- b. The attending physician will be available and participate in major decision-making (e.g., DNR, admission, or discharge orders) at all times.

2. Outpatient Attending Supervision

- a. Attending physicians will oversee the care provided to all outpatients. Attending physicians are assigned to specific outpatient sessions, which may vary from week to week. Attending physicians will be physically present in the outpatient clinics to supervise the care provided by house staff. It is the attending physician's responsibility to arrange coverage for absences.

3. Attending Supervision of Major Procedures/Complex Medical Treatments

- a. The attending physician will provide direct supervision for the main portion of all major operative procedures, including all surgery performed in the main operating room, the Birth Center, and 6G, and all advanced outpatient procedures (e.g. hysteroscopy, cystoscopy, and electroexcisional procedures of the cervix). The attending physician will determine each house staff officer's scope of practice and level of supervision required according to the year of post-graduate training and demonstrated clinical skills.

4. Attending Supervision of Informed Consent Process

- a. All patients with medical decision-making capacity must be given adequate information about the risks, benefits, and alternatives for any treatment, operation, or special diagnostic or therapeutic procedure, which involves significant risk of bodily harm.
- b. The attending physician is responsible for ensuring adequate disclosure is made prior to procedures requiring informed consent, for supervising the informed consent process and ensuring appropriate documentation in the medical record. The attending physician may delegate the task to a licensed physician, but the attending physician should document his or her confirmation that informed consent was obtained in the medical record prior to the procedure.
- c. The patient has a right to know the names and professional relationships of the physicians involved in her medical care. Accordingly, the patient shall be informed which attending physician will be supervising the procedure and, prior to the procedure, when a different attending physician is substituted due to scheduling changes, etc.
- d. In the event of a medical emergency, when immediate services are required to alleviate severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if delay of such treatment would lead to serious disability or death, the treating physician,

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110

preferably the attending, should document the existence and nature of the emergency and the necessity of the proposed or rendered treatment. There is no requirement that the physician seek consultation (“the two attending” rule).

B. HOUSE STAFF RESPONSIBILITIES

- 1. House Staff Compliance
 - a. House Staff shall comply with the ZSFG Medical Staff Bylaws, Rules and Regulations, Departmental Rules and Regulations, Hospital Policies and Procedures and the Principles of Medical Ethics of the American Medical Association, and participate in the ZSFG PIPS and Risk Management Programs.
- 2. Responsibilities
 - a. House Staff will be able to identify an available supervising attending physician at all times during patient care. House staff must consult the attending physician, directly or through the chain of command, as appropriate, prior to material changes in the plan of care of a major surgical or obstetrical procedure.
House staff should not proceed with the care or procedure unless and until there is meaningful consultative interaction with the Attending physician, directly or through the chain of command, as appropriate.
 - b. House Staff must consult the attending physician, directly or through the chain of command, as appropriate, with questions or concerns regarding patient care and when the plan of care requires that house staff undertake at treatment outside the House Staff member’s level of commensurate with his or her level of advancement and responsibility.

C. MEDICAL RECORDS DOCUMENTATION BY ATTENDINGS/HOUSE STAFF

These are delineated in Section XI.B of the OB/GYN Clinical Service Rules and Regulations. Operative reports, discharge summaries, and consultation notes may be written or dictated by House Staff as appropriate, but must ultimately be reviewed and signed by the attending physician.

D. HOUSE STAFF EVALUATION AND DISCIPLINARY ACTION

- 1. Evaluation
 - a. House staff are evaluated informally by more senior house staff and by attending physicians as clinical rotations are underway. A formal electronic evaluation is compiled at the end of each rotation, kept on file in the Residency Program Office, and distributed to the resident and his or her faculty advisor. Residents are not advanced to the next postgraduate training year without successful completion of clinical rotations, the annual in-service examination, any delinquent medical records, and their personal house staff experience statistics.
- 2. Disciplinary Action: Refer to Section VIII. Other disciplinary actions may occur at the direction of the Residency Program.

XV. APPENDIX C- OB/GYN CLINICAL SERVICE ORGANIZATION CHART

Chief of Service	Rebecca Jackson, MD.
<u>Medical Director</u> Obstetric Service Drey, M.D.	<u>Eleanor</u>
<u>Medical Director</u> Gynecology Service Medical Director, Women’s Health Center Medical Director, Women’s Options Center	Abner Korn, M.D. Misa Perron-Burdick, M.D. Eleanor Drey, MD, EdM

*Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110*

Site Director, Resident Education & Training
M.D.

Director of Medical Student Education
Medical Director, New Generation Health Center
Medical Director, Reproductive Infections
Chair of Midwifery Council
Director Nurse Midwifery Education
Director of Quality Improvement

[Biftu Mengesha,](#)

Sara Newmann, M.D.
[Sara Newmann,](#) MD
Deborah Cohan, M.D.
Margy Hutchison, CNM, MSN
Kim Dau CNM,
Ana Delgado, CNM

MEDICAL STAFF COMMITTEE ASSIGNMENTS

Ambulatory Care Committee	Misa Perron-Burdick, M.D.
Cancer Committee	Abner Korn, M.D
Credentials Committee	Jennifer Kerns, M.D., MPH, Kara Myers, CNM
Interdisciplinary Practice	Kara Myers, C.N.M..
Medical Executive Committee	Rebecca Jackson, M.D.
Operating Room Committee	Eleanor Drey, MD, EdM
Performance Improvement & Patient Safety (PIPS) Committee	Ana Delgado, CNM. Perinatal Linkage Ana Delgado, CNM
Clinical Practice Group	Rebecca Jackson MD

sf

Zuckerberg San Francisco General
 1001 Potrero Ave
 San Francisco, CA 94110

XVL APPENDIX D OB/GYN M&M REVIEW FORMS

A.

San Francisco General Hospital
 Department of Obstetrics and Gynecology

Quality Assurance Committee Confidential Peer Review--Obstetrics

B Number: Delivery Date: Indicator Date:	Clinical Indicators(s):																													
Clinical Summary:																														
Reviewer's Comments:																														
Reviewed by: _____ Date: _____																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Conclusions:</td> <td style="padding: 2px;">Faculty</td> <td style="padding: 2px;">CNM</td> <td style="padding: 2px;">Housestaff</td> <td style="padding: 2px;">Other</td> </tr> <tr> <td style="padding: 2px;">No Deficiency</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Suggestion to clinician</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Opportunity for Improvement</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Deficiency</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	Conclusions:	Faculty	CNM	Housestaff	Other	No Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suggestion to clinician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunity for Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Deficiency or Opp for Improvement, Describe: Attd/CNM Present <input type="checkbox"/> OR Date Attd/CNM Notified: _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> Injury: *only if opp for improvement or deficiency <input type="checkbox"/> None <input type="checkbox"/> Short-term Morbidity </td> <td style="width: 50%; padding: 2px;"> Action: <input type="checkbox"/> No Further Action </td> </tr> <tr> <td style="padding: 2px;"> <input type="checkbox"/> Long Term Morbidity <input type="checkbox"/> Death </td> <td style="padding: 2px;"> <input type="checkbox"/> Refer to QI committee </td> </tr> </table>	Injury: *only if opp for improvement or deficiency <input type="checkbox"/> None <input type="checkbox"/> Short-term Morbidity	Action: <input type="checkbox"/> No Further Action	<input type="checkbox"/> Long Term Morbidity <input type="checkbox"/> Death	<input type="checkbox"/> Refer to QI committee
Conclusions:	Faculty	CNM	Housestaff	Other																										
No Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
Suggestion to clinician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
Opportunity for Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
Injury: *only if opp for improvement or deficiency <input type="checkbox"/> None <input type="checkbox"/> Short-term Morbidity	Action: <input type="checkbox"/> No Further Action																													
<input type="checkbox"/> Long Term Morbidity <input type="checkbox"/> Death	<input type="checkbox"/> Refer to QI committee																													
QI Committee Actions:	Date: _____																													

B.

San Francisco General Hospital
 Department of Obstetrics and Gynecology

Quality Assurance Committee Confidential Peer Review--Gynecology

B Number: Discharge Date:	Clinical Indicator(s):
--	-------------------------------

Clinical Summary:

Reviewer's Comments:

Reviewed by: _____ Date: _____

Conclusions:	Faculty	Housestaff	Other	If Deficiency or Opp for Improvement, Describe:
No Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attd/CNM Present <input type="checkbox"/> OR Date Attd/CNM Notified: _____ Injury: * Only if opp for improvement or deficiency <input type="checkbox"/> None <input type="checkbox"/> Short-term Morbidity <input type="checkbox"/> Long Term Morbidity <input type="checkbox"/> Death
Suggestion to clinician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Opportunity for Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QI Committee Actions:				Action: <input type="checkbox"/> No Further Action <input type="checkbox"/> Refer to QI committee
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>				Date: _____

